

23 APR 1974

MEMORANDUM FOR : See Distribution

SUBJECT : Reimbursement Procedures for Executive Dining Room Charges Incurred in the Conduct of Official Duties

REFERENCE : A) DCI Memorandum dated 11 January 1974, Subject: Official Entertainment in the Executive Dining Room

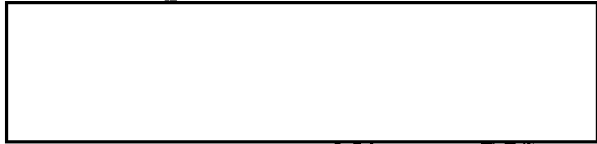
B) Acting Director of Logistics' Memorandum dated 9 April 1974, Subject: Changes in the Executive Dining Room Operations

1. Effective April 29, 1974, the following procedures will be applicable for obtaining reimbursement for all authorized expenses (Reference A) for services provided by the Executive Dining Room:

a) A Deputy Director or Head of Independent Office will complete the "Request for Reimbursement for Executive Dining Room Charges Incurred in the Conduct of Official Duties " memorandum (Attachment A).

b) Form 264 (Attachment B) will be completed by the claimant and forwarded together with request for reimbursement memorandum and Dining Room receipts to the AO/DCI, 7 C 17, Headquarters.

2. Certified vouchers will be returned to the claimant for payment through any of the Agency's cash disbursing facilities. Memoranda and receipts will be retained by the AO/DCI for audit and reporting purposes.

  
Administrative Officer, DCI

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Atts:  
As Stated

SUBJECT : Reimbursement Procedures for Executive  
Dining Room Charges Incurred in the  
Conduct of Official Duties

Distribution:

DCI  
DDCI  
DDS&T  
DDI  
DDM&S  
DDO  
D/DCI/ICS  
D/DCI/NIO  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Director of Finance  
Assistant to the Director  
Executive Secretary  
Executive Dining Room Office

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MEMORANDUM FOR : Executive Secretary, CIA  
THROUGH : Administrative Officer, DCI  
SUBJECT : Request for Reimbursement for Executive  
Dining Room Charges Incurred in the  
Conduct of Official Duties  
REFERENCE : DCI Memorandum dated 11 January 1974,  
same subject

The officer named below incurred expenses on the date indicated in an official capacity. It is requested that the charges indicated be reimbursed from U.S. Government funds.

Date:

Host:

<u>Guest(s):</u>	<u>Name</u>	<u>Organization</u>
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<u>Agency</u> <u>Participants:</u>	<u>Name</u>	<u>Component</u>
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Reimbursable Charges:  
(Receipts Attached)

\$ \_\_\_\_\_

Check one:

☐ I certify that the payment of the charges cited herein are allowable under the standards established by referent memorandum.

☐ I certify that prior approval was obtained from the Director for an exception to the provisions of the referent memorandum.

\_\_\_\_\_  
Deputy Director  
or Head of Independent Office

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NAME OF CLAIMANT OR REQUESTING OFFICER: **Approved For Release**

PAYMENT TO: (If other than above)

FUNDS ARE REQUESTED FOR EXPENSES INCURRED ON OFFICIAL BUSINESS OF A CONFIDENTIAL, EXTRAORDINARY, OR EMERGENCY NATURE AND ARE IN PAYMENT FOR: *(Attach receipts and other supporting documents)*

Memorandum and receipt retained in  
AO/DCI for audit purposes.

## Attachment B

EX-100  
73-7605

11 January 1974

MEMORANDUM FOR: See Distribution

SUBJECT : Official Entertainment in the Executive Dining Room

REFERENCES : (a) Memo dtd 29 June 1963 to ExDir from DDCI, Subject: Delegation of Authority

(b) Memo dtd 10 April 1967 to Deputy Directors and Heads of Independent Offices from ExDir, Subject: Official Entertainment in the Executive Dining Room

(c) Memo dtd 29 July 1971 to Deputy Director for Plans from ExDir, Subject: Official Entertainment in the Agency Dining Room

(d) Memo dtd 17 March 1972 to Deputy Directors from ExDir, Subject: Official Entertainment in the Executive Dining Room

(e) Form 725 dtd 5 September 1973 to Director of Finance from DCI, Subject: Delegation of Authority and [REDACTED] dtd 24 July 1973

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1. For some time the basic policy of the Agency [REDACTED] has been STAT that expenses incurred in the official entertainment of officers or employees of the U.S. Government exclusively required approval by the Director or by a single senior official designated by him. Per reference (a) this authority was delegated to the Executive Director. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. Reference (c) disapproved a request to delegate to Division and Staff Chiefs the authority of a Deputy Director to submit vouchers for official entertainment. Reference (d) permitted Deputy Directors to delegate to a

MCA-73

single senior officer their authority to submit such vouchers. Reference (e) established the Executive Secretariat, appointed the Executive Secretary, and delegated to the Executive Secretary the Director's authority to approve the payment of these expenses.

2. During the past few months Agency policy concerning the official entertainment of officers and employees of the U.S. Government has been under review. The Comptroller General's position is that official funds should not be used for the entertainment of Government officials unless specific authority for that purpose has been given by the Congress. Therefore, it has been concluded that the Agency shall no longer use official funds to pay for the expenses incurred in the entertainment of officers or employees of the U.S. Government in the Executive Dining Room. In addition to those persons included within the definition of "officers and employees" in Title 5 of the U.S. Code, this phrase includes staff employees, staff agents, detailed military and civilian personnel, contract employees, and career agents of this Agency. An exception to this policy may be made only in the most unusual and special circumstances. Such an exception shall require the advance approval of the Director.

3. The Director's Imprest Fund may be used to pay the full cost of a function, including the meals served Agency personnel, when the purpose is to entertain a foreign official or a non-U.S. Government personality. Deputy Directors may delegate their authority to submit vouchers for these functions to a single senior officer. Since the burden is a limited one, Heads of Independent Offices are expected to continue personally to retain this authority. The Executive Secretary has been designated as the single senior official who may authorize the payment or reimbursement of these expenses.

4. It shall no longer be necessary that official entertainment in the Executive Dining Room be hosted personally by either a Deputy Director or his Associate. Any other senior official designated by a Deputy Director or a Head of an Independent Office may act as host.

5. The General Counsel has been asked to amend the appropriate Headquarters Regulation to reflect the change of policy and delegations set forth above. The policy and delegations referenced in this memorandum are hereby rescinded.

  
W. E. Colby  
Director

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DDI  
DDM&S  
DDO  
D/DCI/IC  
D/DCI/NIO  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Director of Finance  
USIB/S  
Assistant to the Director  
Executive Secretary  
AO/DCI  
Executive Dining Room Office

✓ER (Original)  
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9 April 1974

MEMORANDUM FOR: Administrative Officer, DCI  
Chief, Administrative Staff, DD/I  
Executive Officer to the DD/M&S  
Executive Officer, DD/S&T  
Executive Assistant to the DD/O

SUBJECT : Changes in the Executive Dining Room  
Operations

1. The memorandum attached has been sent to all Executive Dining Room (EDR) members outlining changes that will be effective on 29 April 1974. Addressees will be particularly concerned with the establishment of the associate membership for tray service, and changes in the handling of the imprest account.

a. Associate Membership: For some time, the EDR has provided, as a courtesy, tray service to certain administrative personnel serving senior officers who, as a result of this assignment, are required to eat at their desks. With the computer accounting system, these individuals must now have an account number or charge their meals to their sponsor's account. To save confusion, the associate membership has been established. This is to be a very limited group, since the EDR cannot accommodate a large tray service operation. It is important to note that this associate membership is for tray service only, and does not include other EDR privileges. Nominations for associate membership must be approved by a Deputy Director and forwarded to the Chief, Logistics Services Division, OL, who will issue the invitation. Deadline for initial nominations is 19 April 1974.

b. Imprest Fund: Imprest fund transactions have directly involved the EDR bookkeeping system. Henceforth, the EDR, like any other restaurant, will bill the host directly and, if requested, provide a receipt for the meal. Reimbursement for official meals should then be obtained through normal administrative procedures.

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SUBJECT: Changes in the Executive Dining Room Operations

The Administrative Officer, DCI, will issue separate instructions as to the ~~policies~~ which must be followed in charging imprest funds for meals taken by U.S. Government employees, contractors, and others not representing a foreign government.

2. As with any change, cooperation and support are essential. These are necessary changes designed to simplify the bookkeeping system and better control the EDR. Your patience and assistance during this changeover period are appreciated.



Acting Director of Logistics

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